



FY 1998/1999 PUBLIC LIBRARY ANNUAL REPORT
SECTION A INSTRUCTIONS: CURRENT INFORMATION

Provide information that is **current** at the time of filing this report.

PART I: DIRECTORY INFORMATION

Contact Linda Neely at the Library of Michigan to report directory information (PART I) changes as they occur throughout the year. (see accompanying LM contact list)

Current Legal Name of Main Library:	Attach documentation authorizing legal name change, such as Board minutes or establishment documentation.
Previous Legal Name of Main Library:	Complete if name change occurred since last annual report was filed.
Street Address (number, street, etc.):	The complete street address of the main library. Do not report a post office box or general delivery.
City:	The city or town in which the main library is located.
Zip+4:	The standard five-digit postal zip code and the four-digit postal zip code extension for the street address of the main library.
Phone Number:	The telephone number of the main library, including area code.
Telefax:	The telephone number for the telefax machine used for administrative purposes at the main library, including area code.
TDD Phone Number:	The number to be called when utilizing a Telephone Device for the Deaf (TDD).
County:	The county in which the main library is located.
Library Organization Type:	Check the "type name" reflecting the library's current organizational structure according to establishment statutes.
MichiCard Member:	Indicate whether the library currently participates in the MichiCard program.
Name of Main Library Director:	The name of the current official director of the main library. If the director position is vacant at the time of filing this report, provide the name and title for the acting or interim director and label as such.
Name of Library Cooperative:	Provide the name of the library cooperative if the library is a member at the time of filing the Annual Report. If the library is not a member at the time of filing, indicate "none".
Internet Email Address:	The address to be used to contact the library director via the Internet.
Web Address:	If your library has a home page accessible over the Internet, please include the web address. Example: www.library.lib.mi.us/library.html

PART II: CURRENT SCHEDULE OF OPEN HOURS

Record **current** scheduled hours for the **main public library**. Record the current information in the blank boxes. If primary public library service is to be provided at a different location from the administrative offices, duplicate this page and complete Directory Information and Current Schedule of Open Hours for both locations. For each outlet, use Section A - Page 1A. For more than one outlet, copy this page as many times as needed, or attach a schedule that includes all the requested information. Do not include service outlets that are not administered by the library system. Only include branches or bookmobiles.

- Current Schedule:** Indicate the current scheduled hours for the main public library.
- Alternate Schedule:** This chart should only be completed if the library operates on an alternate schedule for 5 or fewer months of the year.
- Period of Alternate Schedule:** Provide the beginning and ending dates for the alternate schedule, as planned for the current year. Then enter open and closing hours for each day of the week during the alternate schedule.
(mo/day/yr...mo/day/yr)

PART III: NON-RESIDENT FEES INFORMATION

Mark an "x" in the Yes or No box to indicate whether your library charges library card fees to any persons living outside of your service area. If you answered "Yes" provide the Fee Schedule or Non-Resident Rate. Fill in the blank box with the current information.

PART IV: TECHNOLOGY (see form for instructions)

PART V: SALARY AND BENEFIT INFORMATION

Report current information for this section. Pay scale information should be the most recently available for your library Director/Head Librarian and staff. Report salary information for filled and vacant positions. Include benefit package information for your library Director/Head Librarian only.

- Director/Head Librarian and Library Staff:** Using the library's current pay scale, indicate if the positions require an ALA-MLS degree, the average hours worked per week, and the annual salary range for the classifications listed for the main library. Position titles may not reflect exact titles used at your library. Use the closest match. Report both minimum and maximum annual salary costs.
- Benefit Information:** Mark an "x" after each benefit category if your library pays any portion or all of that benefit for your Director/Head Librarian. If a selection does not apply, leave it blank.

PART VI: MILLAGE INFORMATION

- Millage Rate Authorized:** Enter the latest millage rate approved by the voters in your service area. This is the maximum that the library may levy.
- Millage Authorization Date:** Enter the month and year when the latest millage was approved by the voters in your service area.
- Millage Rate Levied:** Enter the latest millage rate levied for library services. This is the rate that actually was used in determining property taxes.
- Millage Renewal Date:** Enter the month and year when the millage will be voted on for renewal. If the millage was voted "in perpetuity," leave date blank and indicate this by putting a check mark in the Millage Voted in Perpetuity box.

PART VII: TRUSTEES REPORT

List the names of Trustees who are serving at the time this report is filed. Be sure to complete the "Term Expires" column.

Do not list Trustees whose terms have expired at the time of filing this report.

Library Staff Members may not be voting members of the Board of Trustees.

School District Libraries organized under Public Act 451, 1976, must report both their legal School Board and their Library Advisory Board.

If a Board position is vacant at the time of filing, make an entry for the vacant position to verify that your Board will have the appropriate number of Trustees. When the position is filled, contact *Linda Neely* to report the new Board member and term. (see **accompanying LM contact list**)

Main Library City:	Indicate the city in which the main library facility is located.
Main Library County:	Indicate the county in which the main library facility is located.
Main Library Name:	Indicate the legal name of the main library.
Current Organizational Statute:	Indicate the Michigan library establishment statute under which the library is currently organized. (see list on next page)
Total Number of Voting Members Required by Statute of Legal Establishment Document:	Indicate the number of voting members required by statute or legal establishment document.
Trustee Name:	List the legal name for each current Board of Trustees member, beginning with officers. Leave blank line for vacancies and contact the Library of Michigan when the positions are filled.
Voting Member:	Indicate if trustee is a voting member of your Board.
Mailing Address:	Provide a current mailing address for each Board member. Include street number and street name, city and zip code. Provide two-letter state code only if the person resides outside of Michigan.
Internet Email Address:	The address is to be used to contact the trustee via the Internet.
Phone Number:	Provide the phone number at which each individual can be reached during the day.
Term Expires (mo/yr):	List the month and year the term for each Board member will expire. If an individual serves on the Board as a function of his municipal office, write "ex officio" in this space.
Library Trustees are Appointed, Elected, Municipal Governing Body:	Check the box which describes how your library Board members are designated. Only one box should be checked.

Library Establishment Statutes

<u>Library Organization</u>	<u>Statute</u>
City Libraries	1877 PA 164, Section 1 1877 PA 164, Section 10a 1877 PA 164, Section 15 City Charter City Ordinance
County Libraries	1917 PA 138
District Libraries	1989 PA 24 (Note: district libraries established prior to 1989 are also now under this statute)
School District Libraries	1976 PA 451 (Michigan School Code)
Township Libraries	1877 PA 164, Section 10
Village Libraries	1877 PA 164, Section 10